



# UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC Box 20004

Camp Lejeune, North Carolina 28542-0004

BO 1610.1A

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11 FEB 1999

## BASE ORDER 1610.1A

From: Commanding General  
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS  
REPORTS

Ref: (a) MCO P1610.7E  
(b) BUPERSINST 1610.10

Encl: (1) Table of Reporting Seniors and Reviewing Officers

1. Purpose. To publish a list showing the reporting seniors and reviewing officers for fitness reports submitted within Marine Corps Base, Camp Lejeune.

2. Cancellation. BO 1610.1.

3. Background. On 2 November 1988, the Commandant of the Marine Corps directed that the Commander, U.S. Marine Corps Forces, Atlantic, be the Reporting Senior (RS) for the Commanding General, Marine Corps Base, Camp Lejeune, and the Reviewing Officer (REVO) for his subordinate commanders.

4. Information. Reference (a) establishes the policies, procedures, and standards for the operation and maintenance of the Marine Corps Performance Evaluation System and the submission of fitness reports. This Order is published to identify the reporting chain for this Command. The intent of this Order is to eliminate any confusion as to who is the RS and REVO for the Military Person Reported On (MPRO).

### 5. Action

a. The Commanding General, Marine Corps Base, is the REVO for all fitness reports written by the Chief of Staff, Assistant Chiefs of Staff, Organizational Commanders, Commanding Officer, Naval Hospital, Camp Lejeune, and Commanding Officer, Naval Dental Center, Camp Lejeune.

b. The RS is the first commissioned or warrant officer (or GS-9 equivalent or above) in the reporting chain senior in grade to the MPRO. The RS is also the officer directly responsible for the daily taskings, supervision, and motivation of the MPRO and is the individual in the best position to observe the MPRO's performance. Per reference (b), the Commanding Officer, Naval

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Hospital is the RS for all officers assigned to the Naval Hospital; and the Commanding Officer, Naval Dental Center is the RS for all officers assigned to the Naval Dental Center.

c. The REVO is the first commissioned or warrant officer (or GS-10 equivalent or above) senior in grade to the RS, and the officer directly responsible for the primary taskings, supervision and evaluation of the RS.

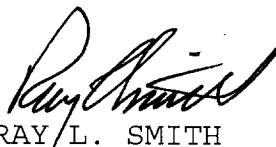
d. Only commanding officers, officers in charge, and those officers specifically authorized by the REVO may be the RS for officers of the same grade as delineated in reference (a). When the REVO is the same grade as the RS, comments in section K of the fitness report must indicate the source.

e. Those officers assigned duty with a general or special staff section of this Headquarters not listed in the enclosure will be reported on by the officer in charge of that section. All colonels and Navy captains will be reported on by the Commanding General, except the Naval Hospital. (See paragraph 4b above.)

f. When both RS and REVO are civilians, a senior Marine representative must review the report for administrative and procedural correctness and forward the report to CMC (MMSB-32) per the provisions of reference (a). When the civilian REVO is an Assistant Chief of Staff, the Marine representative will be the Chief of Staff.

g. All fitness reports will be completed and reviewed as required by the references.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
RAY L. SMITH

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TABLE OF REPORTING SENIORS AND REVIEWING OFFICERS

<u>BILLET DESCRIPTION</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
Commanding General	COMMARFORLANT	CMC
Chief of Staff	CG	COMMARFORLANT
Sergeant Major	CG	COMMARFORLANT
Aide de Camp	CG	COMMARFORLANT
AC/S, Manpower*	CG	COMMARFORLANT
AC/S, Marine Corps Community Services	CG	COMMARFORLANT
AC/S, Training, Education and Operations	CG	COMMARFORLANT
AC/S, Logistics	CG	COMMARFORLANT
AC/S, Facilities	CG	COMMARFORLANT
AC/S, Environmental Management Department*	CG	COMMARFORLANT
AC/S, Management Support Department*	CG	COMMARFORLANT
AC/S, Installation, Security and Safety	CG	COMMARFORLANT
AC/S, Comptroller	CG	COMMARFORLANT
COMMAND INSPECTOR	CG	COMMARFORLANT
COMMAND CHAPLAIN	CG	COMMARFORLANT
STAFF JUDGE ADVOCATE	CG	COMMARFORLANT
CO, HEADQUARTERS AND SUPPORT BATTALION	CG	COMMARFORLANT
CO, WEAPONS TRAINING BATTALION	CG	COMMARFORLANT
CO, MARINE CORPS ENGINEER SCHOOL	CG	COMMARFORLANT
CO, MARINE CORPS SERVICE SUPPORT SCHOOL	CG	COMMARFORLANT
CO, FIELD MEDICAL SERVICE SCHOOL	CG	BUPERS

ENCLOSURE (1)

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<u>BILLET DESCRIPTION</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
CO, SCHOOL OF INFANTRY	CG	COMMARFORLANT
CO, RESERVE SUPPORT UNIT	CG	COMMARFORLANT
CO, NAVAL HOSPITAL	CG	BUPERS
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CO, NAVAL DENTAL CENTER	CG	BUPERS
STAFF SECRETARY	C/S	CG
CONSOLIDATED PUBLIC AFFAIRS OFFICER	C/S	CG

All general staff are the RS for their Divisions and REVO when their Division Head is the RS.

\* When these billets are filled with a Colonel.

ENCLOSURE (1)